CHAPTER 7
STATEMENT OF ACCOUNTABILITY
SF1219

PURPOSE:

To provide screen navigation for creating/updating the SF1219 report, executing and viewing SF1219 reconciliations, and generating/printing reports.

BACKGROUND:

The SF1219 Statement of Accountability is the report required by Treasury for use by government agencies that have the authority to disburse checks on behalf of the U.S. Treasury. The SF1219 is a monthly report submitted to Treasury to establish the disbursing office's accountability for funds. It reconciles the deposits and checks issued by agencies to the cash on hand, which establishes the disbursing officer's accountability. Both the SF1219 and SF1220 forms are submitted at the same time and must agree.

DUE DATE

The SF1219 is due at the UFC COB on the 6th calendar day of the current month for the previous accounting month. If the 6th calendar day of the current month falls on a weekend or holiday, the SF1219 is due the work day before. Agencies are required to submit an SF1219 for all accounting periods, even when there are no financial transactions to report. This enables the UFC to account for all reporting agencies.

System must be open for submission. If not a message will appear at the bottom of the screen.

User can only create report for current accounting period.

SF1220 must be accepted prior to creating teh SF1219, otherwise a message will appear that the SF1220 has not been accepted.

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ACCESS PERMISSIONS:

a. User must have create/update permissions for the applicable FOA in order to create or update report data, execute or view reconciliation/edit reports, and generate or view reports.
b. User must have generate/view permissions for the applicable FOA in order to generate or view reports. This does not allow the user to create or update report data.
c. User must have view permissions for the applicable FOA in order to view only reports already generated. This does not allow the user to create or update or generate reports.
d. District Report Level users can only perform functions for the specific FOA or District. Division Report Level users can only perform functions for the specific Division. Command Report Level users can generate reports for the entire command. UFC Command Report Level users can perform functions for the entire command.

ADDITIONAL INFORMATION:

The SF1219 primarily consists of two main sections. Section 1, General Statement of Account and Section II, Summary by Symbol of Check and Deposit Transactions.

Section 1 - This section contains two parts. Part A - Transactions during period affecting accountability and Part B - Analysis of Officer's Accountability.

Part A. This section is used to report transactions during the accounting period that affect increases or decreases in a disbursing officer's accountability. Part A begins with the total accountability from the previous period, adds increases in accountability, subtracts decreases in accountability, and ends with total accountability for the close of the period.

Line 2.80 - OPAC Payments & Collections identifies the net OPAC transactions reported by an agency. The amount on this line is compared to Treasury disbursement control totals.

Line 4.20 - Deposits Presented/Mailed to Bank identifies the net deposit activity reported by an agency. The amount on this line is compared to Treasury deposit control totals.

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Part B. This section is used for analysis of the funds for which the disbursing officer is personally responsible and liable. Section II - This section contains the supporting detail by check, date, and amount for specific totals in Section 1 and is separated into six parts. TC210 - Checks Issued Current Period, TC211 - Checks Issued, Adjustments - TFS Form 5206, TC212 - Checks Issued, Adjustments - Other, TC280 - OPAC Payments and Collections, TC420 -Deposits Presented/Mailed to the Bank, SF1220 - Statement of Transactions.

REFERENCES:

1. Treasury Financial Manual, Volume 1.
2. OMB Circular A-34 Report on Budget Execution
3. Automated SF1219/20 Gateway System Users Manual, 10/1/92.

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PROCEDURE:

COLLECTION/DEPOSIT PROCESS:

A. The agency collects cash and checks from the public.

B. A SF215 Deposit Ticket is prepared and the collected cash and checks are deposited in the bank.

C. The Federal Reserve Banks (FRBs) and other depositories send daily deposit reports to Treasury through the CA$HLINK system. These deposits may be viewed by agencies using the agency access portion of the CA$HLINK system.

D. At the end of each month, agencies report deposits to Treasury on the SF1219/1220 via the GOALS system. This function is performed by the UFC. USACE activities submit to the UFC.

E. STAR (FMS's database system) accumulates deposit information and compares agency reports with those of the FRBs and depositories via CA$HLINK.

F. Treasury reports deposit information in publications to Congress and the public.

DISBURSEMENT PROCESS:

A. An SF1166 or EFT payment schedule is prepared by the agency and sent to the agency's disbursing office to issue payments.

B. Payments are issued to the public.

C. SF1219/1220 disbursement information is transmitted to Treasury via GOALS. This function is performed by the UFC. USACE activities submit to the UFC.

D. Each week a check-issue file is transmitted directly to Treasury via DFAS or through Federal Reserve Banks. This function is performed by the UFC. USACE activities submit to the UFC.

E. STAR (FMS's database system) accumulates and compares information from banks, FRBs, and agencies.

F. Treasury reports disbursement information in publications to Congress and the public.

CHAPTER 7 - SECTION A
TO CREATE SF1219 REPORT

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

       Select 3 - Civil Accounting Functions. Press Enter.

       Select 3 - Create/Update Reports. Press Enter.

       Press Enter to select SF1219 Report.

                  OR

       Press CTRL F1 to move to the smart code field.

SMART CODE   Enter CC1219. Press Enter.

                             OR

                        Press F4 for a list of all
                        the smart codes available
                        to select from.

                             OR

                        Press CTRL F1 to move to
                        the enter choice field.

If the F4 key is used, a pop up window will appear that contains
all the valid smart codes the user has been granted access to use.
User can:

USE UP OR DOWN ARROW KEYS   Use these keys to move up
                                  or down the list in the
                                  pop up window to the
                                  desired selection.

PRESS TAB   Use the tab key to move
                                  cursor to the find field.

	Once in the find field enter a value and press enter to execute the query.
PRESS END	Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.
PRESS F10	Use the F10 key to exit the pop up window and return to the previous screen with no action.

You are now at screen HQ1.3.2.1 - SF1219 Statement of Accountability.

| **FOA CODE** | Enter the applicable reporting FOA Code. Skips to Line 2.10. |

Disbursing Officer, FOA Address and Accounting Period automatically populate when FOA Code is entered.

| **LINE 1.00** | This is automatically populated with the amount from the previous accounting period's closing balance - Line |

5.0.

Skips to Line 2.10.

| **LINE 2.00** | This is a title. Automatically skips to |

Line

2.10.

| **LINE 2.10** | Enter total dollar amount checks issued for the current period. Press Enter. |

OR

To report zero, press
enter
or press down arrow key
to
move to next field.

If field already contains
an amount, press F6 to
clear.

NOTE:
The weekly check issue data submitted to the UFC should agree with
the month for the same accounting period.

LINE 2.11   Press Enter to enter detail
                                       data. A Pop Up Window
                                  screen will appear.

OR

To report zero, press up
or
down arrow key.

From the Pop Up Window:

CHECK/DO SYMBOL   Automatically populates
                                        with the DSSN assigned
                                        to the FOA reporting once
                                        the   issue   date   is
entered.
                                        Skips to Issue Date.

ISSUE DATE (MM/YY)   Enter the prior month/year
                                        of the check-issue
                                        adjustment identified on
                                        the   TFS   Form   5206.

Format
                                        must be MMYY.   Press
Enter.

yrs.

Checks older than nine are not to be reported here.

AMOUNT

Enter the total dollar amount of the check-issue adjustment for the prior month/year identified on the TFS Form 5206. Press Enter to record next value.

date

Cursor moves to issue field to enter next line.

If field already contains an amount, press F6 to clear.

To delete a record in its entirety, press SHF5.

When complete press CTRL-F1 to exit window.

User is taken back to the SF1219 form and cursor is moved to next line.

The TFS Form is a check-issue-discrepancy notice prepared by FMS. Amounts reported on this line

will

affect the total of

checks

issued for a prior

period.

TOTAL

Automatically populates with the sum of the amounts being entered.

The cumulative total must

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agree with the amount on
Line 2(a) of the SF1179
for the same accounting
period.

If user enters pop up window in error, press CTRL-F1 to exit
window.

LINE 2.12   Press Enter to enter detail
                                                 data. A Pop Up Window
                                         screen will appear.

OR

                                                 To report zero, press up
or
                                                 down arrow key.

From the Pop Up Window:

CHECK/DO SYMBOL   Automatically populates
                                                 with the DSSN assigned
                                                 to the FOA reporting once
                                                 the   issue   date   is
entered.
                                                 Skips to Issue Date.

ISSUE DATE (MM/YY)   Enter the prior month/year
                                                 of the any adjustment
                                                 not reported on TFS Form
                                                 5206.   Format   must   be
MMYY.
                                                 Press Enter.

AMOUNT   Enter the total dollar
                                                 amount of the adjustment

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for the prior month/year
identified in previous
field.

If field already contains
an amount, press F6 to
clear.

To delete a record in its
entirety, press SHF5.

Press   enter   to   record
next

value. Cursor moves to
issue date field to enter
next line.

When complete press
CTRL-F1 to exit window.

User is taken back to the
SF1219 form and cursor is
moved to next line.

These adjustments are
normally accomplished on
SF1017-G Journal Voucher.

TOTAL   Automatically populates
with the sum of the
amounts being entered.

The cumulative total must
agree with the amount on
Line 2(b) of the SF1179
for the same accounting
period.

If user enters pop up window in error, press CTRL-F1 to exit
window.

LINE 2.30   This is a title.
Automatically skips to
Line 2.34.

LINE 2.34

financial

and

Items

enter

to

Enter the total amount of all unidentified

transactions during the accounting period that increase the disbursing officer accountability

cannot be classified on Lines 2.36 or 2.37.

reported on this line are to be cleared in the next accounting period. Press Enter.

OR

To report zero, press

or press down arrow key

move to next field.

If field already contains an amount, press F6 to clear.

LINE 2.36

another

your

enter

to

Enter the amount of check payments issued by

disbursing office, at

request, during the accounting period. Press Enter.
OR

To report zero, press

or press down arrow key

move to next field.

If field already contains

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an amount, press F6 to
clear.

LINE 2.37   Enter the amount of
                                financial transfers
                                received from other
                                disbursing   officers
during

                                the accounting period.
                                Press Enter.

                                       OR

                                To   report   zero, press
enter

                                or press down arrow key
to

                                move to next field.

                                If field already contains
                                an amount, press F6 to
                                clear.

LINE 2.61   Enter the amount of
                                TFCS payments and
                                adjustments.
                                Press Enter.

                                       OR

                                To   report   zero, press
enter

                                or press down arrow key
to

                                move to next field.

                                If field already contains
                                an amount, press F6 to
                                clear.

LINE 2.80   Press Enter to enter detail
                                data. A Pop Up Window
                        screen will appear.

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or

To report zero, press up

down arrow key.

From the Pop Up Window:

CHECK/DO SYMBOL

entered.

Automatically populates
with the DSSN assigned
to the FOA reporting once
the   issue   date   is

Skips to Issue Date.

ISSUE DATE (MM/YY)

adjustments.

Press

Enter the prior month/year
of the OPAC transactions
or   prior   month

Format   must   be   MMYY.

Enter.

AMOUNT

Enter total dollar amount
of current OPAC transac-
tions (payments and
collections) and prior
month adjustments.

If field already contains
an amount, press F6 to
clear.

o delete a record in its

entirety, press SHF5.

When complete press
CTRL-F1 to exit window.

User is taken back to the
SF1219 form and cursor is
moved to next line.

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This is a critical line of the SF1219. Treasury will compare this amount
to
its own "control totals". If the amount on Line
2.80
does not match, an SF6652 Statement of Differences for Disbursements will be sent to the disbursing office to be reconciled. It is the disbursing office's responsibility
to
reconcile these differences.

TOTAL   Automatically populates with the sum of the amounts being entered.

If user enters pop up window in error, press CTRL-F1 to exit window.

LINE 2.90   Automatically populated with the sum of Lines
2.10,
2.11, 2.12, 2.34, 2.36, 2.37, 2.61, and 2.80. Skips to Line 4.20.

LINE 3.00   Automatically populated with the sum of the beginning period
accounta-
bility and the increases in accountability during the reporting period
(Lines
1.00 plus Line 2.90). Skips to Line 4.20.

LINE 4.00   This is a title.

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Automatically skips to
Line 4.20.

LINE 4.10   Automatically populated
                                                 from   the   net
disbursements

                                                 report on the SF1220. If
                                                 this   value   is   not
correct,

                                                 user must resubmit the
                                                 SF1220 report. Skips to
                                                 Line 4.20.

LINE 4.20   Press Enter to enter detail
                                                 data. A Pop Up Window
                                         screen will appear.

                                              OR

                                                 To report zero, press up
or

                                                 down arrow key.

From the Pop Up Window:

CHECK/DO SYMBOL   Automatically populates
                                                 with the DSSN assigned
                                                 to the FOA reporting once
                                                 the   issue   date   is
entered.

                                                 Skips to Issue Date.

ISSUE DATE (MM/YY)   Enter the month/year
                                                 of the deposits.
                                                 Format   must   be   MMYY.
Press

                                                 Enter.

AMOUNT   Enter total dollar amount

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of the current month
deposits mailed or pre-
csented to the bank.

If field already contains
an amount, press F6 to
clear.

o delete a record in its

entirety, press SHF5.

When complete press
CTRL-F1 to exit window.

User is taken back to the
SF1219 form and cursor is
moved to next line.

This is a critical line
of the SF1219. Treasury
will compare this amount

to

its own "control totals".
If the amount on Line

4.20

does not match, an SF6652
Statement of Differences
for Deposits will be
sent to the disbursing
office to be reconciled.
It is the disbursing
office's responsibility

to

reconcile these
differences.

TOTAL

Automatically populates
with the sum of the
amounts being entered.

If user enters pop up window in error, press CTRL-F1 to exit
window.

LINE 4.30

This is a title.

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Automatically skips to
Line 4.34.

LINE 4.34   Enter the total amount of
financial   all   unidentified

                                 transactions during the
                                 accounting period that
                                 decrease the disbursing
                                 office accountability and
                                 cannot be classified on
Items   Lines 4.36 or 4.37.

                                 reported on this line are
                                 to be cleared in the next
                                 accounting period. Press
                                 Enter.

                                        OR

                                 To report zero, press
enter
                                 or press down arrow key
to
                                 move to next field.

                                 If field already contains
                                 an amount, press F6 to
                                 clear.

LINE 4.36   Enter the amount of check
                                 payments issued by your
                                 disbursing office, at the
                                 request of another
                        disbursing office, during
                                 the accounting period.
                                 Press Enter.

                                        OR

                                 To report zero, press
enter
                                 or press down arrow key
to
                                 move to next field.

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	If field already contains an amount, press F6 to clear.
LINE 4.37	Enter the amount of financial transfers sent to other disbursing officers during the accounting period. Press Enter.
	OR
enter to	To report zero, press or press down arrow key move to next field.
	If field already contains an amount, press F6 to clear.
LINE 4.90 4.10, 4.37.	Automatically populated with the sum of Lines 4.20, 4.34, 4.36, and Skips to Line 6.10.
LINE 5.00 between to Line	Automatically populated with the difference the amounts reported on Line 3.00 and 4.90 or (Lines 1.00 + 2.90 - 4.90 = 5.00) Skips to Line 6.10. This amount will be used automatically populate 1.00 of the SF1219 for

the

next accounting period.

LINE 6.10

Enter the total amount of
of all checkbook balances
on deposit in designated
depository accounts.
Press Enter.

OR

To report zero, press

enter

or press down arrow key

to

move to next field.

If field already contains
an amount, press F6 to
clear.

LINE 6.20

Enter the total amount of
cash held at the

disbursing

office or station.
Press Enter.

OR

To report zero, press

enter

or press down arrow key

to

move to next field.

If field already contains
an amount, press F6 to
clear.

LINE 6.50

Enter the total amount of
cash that has been

advanced

to officially authorized
goverment cashiers for
which they are

accountable

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officer.

enter

to

LINE 7.00

charges(vouchered

(check

enter

to

LINE 8.00

6.10,

LINE 9.20

to the disbursing

Press Enter.

OR

To report zero, press

or press down arrow key

move to next field.

If field already contains an amount, press F6 to clear.

Enter the total amount of deferred

items), receivables

overdrafts), losses of funds, and receivables (dishonered checks). Press Enter.

OR

To report zero, press

or press down arrow key

move to next field.

If field already contains an amount, press F6 to clear.

Automatically populated with the sum of Lines

6.20, 6.50, and 7.00. Skips to Line 9.20.

Enter the total amount of

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receivables (check overdrafts), of the previous disbursing officer. Press Enter.

OR

To report zero, press

enter

or press down arrow key

to

move to next field.

If field already contains an amount, press F6 to clear.

LINE 9.30   Enter the total amount of Loss of Funds of the previous disbursing officer. Press Enter.

R

To report zero, press

enter

or press down arrow key

to

move to next field.

If field already contains an amount, press F6 to clear.

LINE 9.40   Enter the total amount of other accountability of the previous disbursing officer. Press Enter.

OR

To report zero, press

enter

or press down arrow key

to

move to next field.

If field already contains an amount, press F6 to clear.

You are now at the end of the form. Before committing the SF1219 report data entered check the value appearing in Line 11.00. If this value is not correct, then go back through the form and correct where necessary. Use the up or down arrow key to move back up the form.

LINE 10.00   Automatically populated
                                        with the sum of Lines
9.20,
                                        9.30 and 9.40.

LINE 11.00   Automatically populated
                                        with the sum of Lines
8.00
                                        and 10.0 and must equal
the
                                        amount reported on Line
                                        5.00 - Close of Period
                                        Accountability.

Press End to Commit.

Press F9 to create a new SF1219 for another FOA.

Press F10 to exit the form. If user did not press END to commit prior to pressing the F10 key, a box will appear asking to commit data entered or cancel. Press 'Y' to commit, 'N' to exit without committing, or 'C' to cancel and remain in the form.

Once the SF1219 has been committed, the report status has been set to 'SUBMITTED'. user must now execute and view the reconiliation/edit report in order to have the report 'ACCEPTED'.

CHAPTER 7 - SECTION A
TO UPDATE SF1219 REPORT

Follow guidance established under Create SF1219 report for Screen Navigation.

Once FOA code is entered for same accounting period, a query is performed and the information is retrieved and populated in the form.

Move cursor with up or down arrow key or enter key to the field in error. Press F6 to clear field or Press SHF5 to delete record in its entirety.

Press END to commit change.

Press F10 to exit form. If user did not press end to commit prior to pressing the F10 key a box will apear asking to commit data entered or cancel. Press Y to commit, N to exit without committing, or C to cancel and remain in form.

Execute and View Reconciliation/Edit Report.

CHAPTER 7 - SECTION B
TO EXECUTE SF1219 RECONCILIATION/EDIT REPORT

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

        Select 3 - Civil Accounting Functions. Press Enter.

        Select 5 - Execute Recon/Edit Reports. Press Enter.

        Press Enter to select SF1219 Report.

                    OR

        Press CTRL F1 to move to the smart code field.

SMART CODE   Enter RCONCX. Press Enter. You are now at Screen HQ1.3.4. Press Enter to select SF1219 Report.

                                      OR

                          Press F4 for a list of all the smart codes available to select from.

                                      OR

                          Press CTRL F1 to move to the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use. User can:

USE UP OR DOWN ARROW KEYS   Use these keys to move up or down the list in the pop up window to the desired selection.

PRESS TAB   Use the tab key to move
                                       cursor to the find field.
                                       Once in the find field
                                       enter a value and press
                                       enter to execute the
                                       query.

PRESS END   Use the end key to
                                       select the choice.
                                       System will automatically
                                       move to the appropriate
                                       screen to continue on.

PRESS F10   Use the F10 key to exit
                                       the pop up window and
                                       return to the previous
                                       screen with no action.

You are now at screen HQ1.3.5 - Reconciliation Request Screen -
SF1219 RECON.

CHOICE   Enter 1,2,3, or 4. Skips
                                       to FAO field.

Choice 1 - Enter if executing a SF1220 reconciliation for one
specific FOA.

Choice 2 - Enter if executing a SF1220 reconciliation for all FOAs
in a specific Division. User must have at least Division level
access.

Choice 3 - Enter if executing a SF1220 reconciliation for all FOAs
in the Command. User must have at least Command level access.

Choice 4 - Enter to exit form.

FOA   Enter the applicable FOA
                                       code for CHoice 1. Press
                                       Enter.

                               OR

                                       Enter the first position

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of the applicable Division Code for Choice 2 or enter any FOA code within that Division. Press Enter.

Report will now execute and user will be taken to a blank screen. When report is complete, user will be prompted to return to menu. Press Enter.

Press CTRL F1 to move to Choice Field and enter another choice.

Press F10 to exit.

NOTE:

Reconciliation reports write to only one file. If another choice is selectted prior to reviewing the results of the first one, this file is overwritten with the next report.

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CHAPTER 7 - SECTION C
TO VIEW SF1219 RECONCILIATION/EDIT REPORT

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

        Select 3 - Civil Accounting Functions. Press Enter.

        Select 6 - View Recon/Edit Reports. Press Enter.

        Press Enter to select SF1219 Report.

                    OR

        Press CTRL F1 to move to the smart code field.

SMART CODE   Enter RCONCV. Press Enter.
                                   You are now at Screen
                                   HQ1.3.4. Press Enter to
                                   select SF1219 Report.

                                       OR

                                   Press F4 for a list of all
                                   the smart codes available
                                   to select from.

                                       OR

                                   Press CTRL F1 to move to
                                   the enter choice field.

If the F4 key is used, a pop up window will appear that contains
all the valid smart codes the user has been granted access to use.
User can:

USE UP OR DOWN ARROW KEYS   Use these keys to move up
                                         or down the list in the
                                         pop up window to the
                                         desired selection.

PRESS TAB   Use the tab key to move
                                       cursor to the find field.
                                       Once in the find field
                                       enter a value and press
                                       enter to execute the
                                       query.

PRESS END   Use the end key to
                                       select the choice.
                                       System will automatically
                                       move to the appropriate
                                       screen to continue on.

PRESS F10   Use the F10 key to exit
                                       the pop up window and
                                       return to the previous
                                       screen with no action.

Report will now execute and appear on screen. If report is larger
than screen, user can press CTRL plus right or left arrow keys to
move left or right, press enter to move to next page or press q to
quit. At EOF marker, press enter. User will be prompted to return
to menu. Press Enter.

Press F10 to exit.

NOTE:

If Division Reconciliation Report was executed, then a list of all
FOA codes not included in the report will appear first in the file.
 Press Enter to page down.

CHAPTER 7 - SECTION D
TO GENERATE SF1219 RECONCILIATION/EDIT REPORT

BACKGROUND:

Prior to generating any SF1219 reports, user must have executed the SF1219 reconciliation/edit report and received a status of 'ACCEPTED'.

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

Select 8 - Reports. Press Enter

Use down arrow key to select Civil Accounting Reports. Press Enter.

Use down arrow key to select SF1219 Report.

OR

Select 3 - Civil Accounting Functions. Press Enter.

Select 7 - Reports. Press Enter.

Use down arrow key to select Civil Accounting Reports. Press Enter.

Use down arrow key to select SF1219 Report.

OR

Press CTRL F1 to move to the smart code field.

SMART CODE   Enter GC1219. Press Enter.
                                       You are now at Screen
                                       HQ1.8.2. Press Enter to

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select SF1219 Report.

OR

Press F4 for a list of all the smart codes available to select from.

OR

Press CTRL F1 to move to the enter choice field.

If the F4 key is used, a pop up window will appear that contains all the valid smart codes the user has been granted access to use. User can:

USE UP OR DOWN ARROW KEYS   Use these keys to move up or down the list in the pop up window to the desired selection.

PRESS TAB   Use the tab key to move cursor to the find field. Once in the find field enter a value and press enter to execute the query.

PRESS END   Use the end key to select the choice. System will automatically move to the appropriate screen to continue on.

PRESS F10   Use the F10 key to exit the pop up window and return to the previous screen with no action.

You are now at screen HQ1.8.2 - CEEMIS Report Selection Screen - Statement of Accountability (SF1219).

FOR PERIOD ENDING   Enter the accounting period

for the report to be generated. Format must be MMYY. Skips to next field.

REPORT LEVEL

Enter the report level.
DIS for District
DIV for Division
LAB for Laboratory
CRP for Comand
Skips to next field.

OR

Press F4 for a list of all the report levels available to select from.

FOA

Enter the FOA Code. Skips to next field.

If DIV was entered in report level, enter any FOA code within the Division.

FSN

Automatically populates when FOA Code was entered. Skips to PRINT/LIST WHEN PRODUCED FIELD.

DSSN

Automatically populates when FOA Code was entered. Skips to PRINT/LIST WHEN PRODUCED FIELD.

ASN

Automatically populates when FOA Code was entered. Skips to PRINT/LIST WHEN PRODUCED FIELD.

OPERATING AGENCY

Automatically populates when FOA Code was

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entered.   Skips   to
PRINT/LIST WHEN PRODUCED
FIELD.

PRINT/LIST WHEN PRODUCED   Enter P, L, or N.

P - Send to printer
immediately.
L - List to screen
without printing. User
can then send to printer
after viewing.
N - Generate Report
without printing. User
can then send to printer
at a later date or view
at a later date byusing
the print/list/delete
already generated reports
menu option.

COPIES   Defaults to 1. Press Enter
or enter the number of
copies wanted. Up to 999
can be entered. Press
Enter.

Press SHTAB to move to
the left or right.

PRINTER   Enter the printer site name
where the output will be
sent. Press Enter.

If L was entered in
previous field, the
printer site should be
populated so report could
be sent to the printer
immediately after listing
it to the screen.
Otherwise you will not be
abel to print at that
time and will have to go
through the
print/list/delete already

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generated   reports
selection to print.

OR

Press F4 for a list of
all the report sites
available to select from.

Press SHTAB to move to
the left or right.

RETENTION DAYS   Defaults to a required
number of retention days.
press Enter or enter the
number of retention days
wanted. up to 999 can be
entered. Press Enter.

Press SHTAB to move to
the left or right.

OK TO PROCEED?   Enter Y or N. Press Enter.
Acknowledge message by
pressing Enter again.

Y - Report criteria is
correct and report is
ready to be generated.
Report is executed in the
background.

N - Report criteria is
not correct or user
desires at this time to
not generate the report.
Cursor will move back to
period ending field to
reenter data.

If 'L' was selected to list the report to the screen, the report is
generated in the bacground and when done it will list to the
screen. Press Enter to view. If report is larger than screen,
follow the commands at the bottom of the screen to move from left
to right or down a page or up a page or quit. Once user quits the

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view, the system will prompt to send the report to the printer (y/n). Answer prompt, press return. Another prompt will appear to delete the report (y/n). Answer prompt, press return. Press Enter again.

User is returned to Civil Reports Section Menu.

Press F10 to exit.